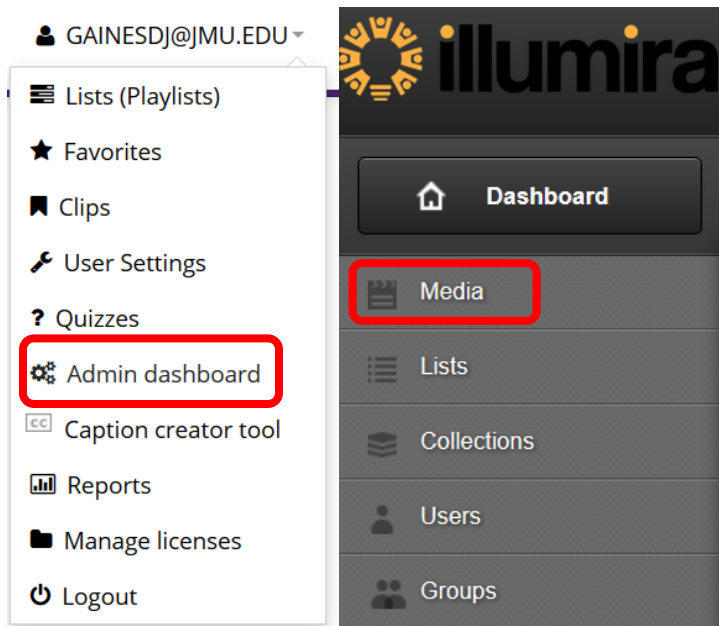


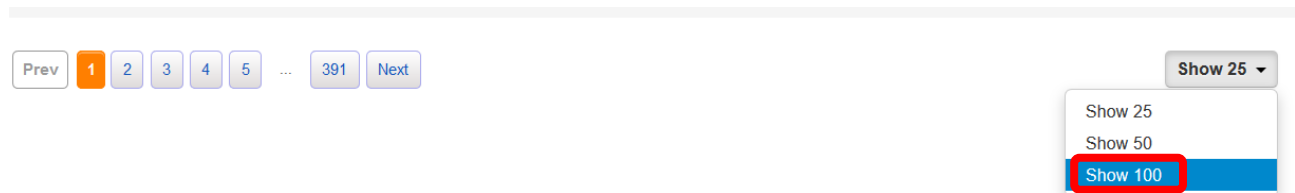
Cleaning up your illumira media in bulk

Need to clear out those old recordings you don't need anymore? It's easier than ever!

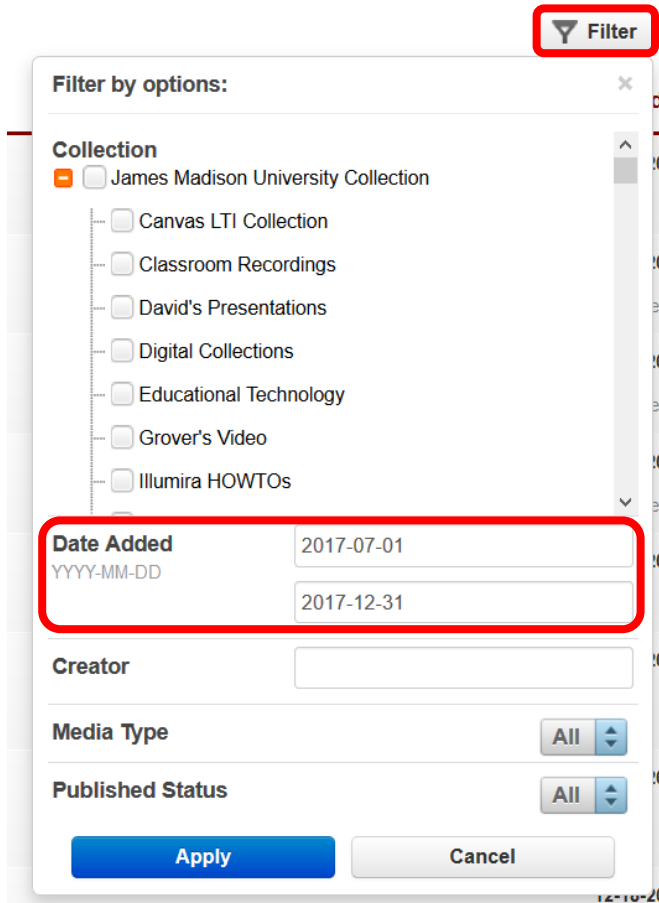
After logging in to [illumira](#), navigate to the Media section of your Admin dashboard:



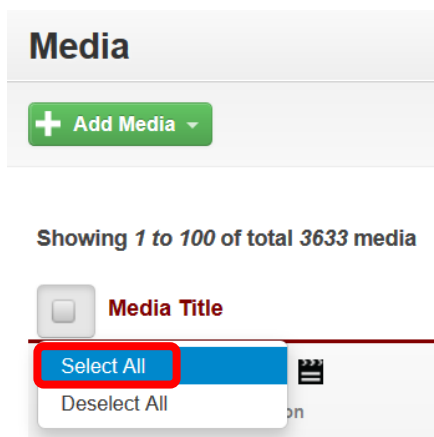
You may have numerous videos! To help select more at one time, we may scroll down just below your list of recordings and choose "Show 100":



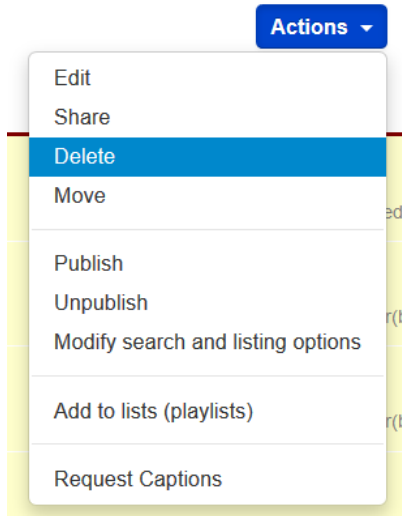
To help limit what is being deleted to only one semester in the past, we may use the Filter button above your list of media to enter a date range:



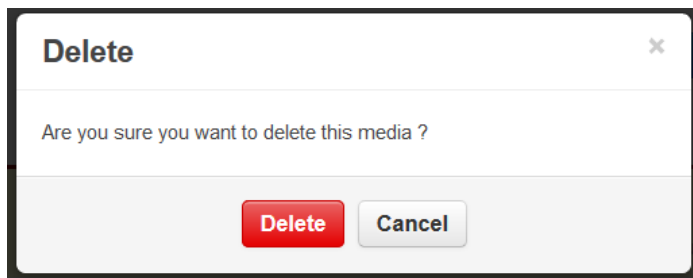
Once you are only seeing items you would like to delete, you may Select All by using the checkbox right next to Media Title:



Once you have selected all – or selected any you may want to delete – the blue Actions button will appear. Selecting the Action button will open a menu containing the Delete option:



You will be asked if you are sure:



Select Delete here. **Please note:** You may receive an error message, and it will not appear right away that your chosen media has been deleted. Reloading the page, going on to another page of your media, or selecting the Media option on the left again will refresh the page in a way that shows those deleted media to now be gone.

Questions or trouble? Please do contact us at LETSupport@jmu.edu.